

CITY OF SAINT PAUL
Neighborhood Housing and Property Improvement
651-266-1950

First

Middle

Last

Date of
Birth

Name of Owner _____

Address: _____

City/State/Zip: _____ Telephone No. (including area code): _____

IF YOU HAVE SOLD A PREVIOUSLY REGISTERED PROPERTY, YOU ARE REQUIRED TO PROVIDE THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE NEW OWNER ON THE BACK.

Check if Student Check if Reason for
Exemption

Housing * Exempt From Below

ADDRESS OF PROPERTY

Single

Duplex

Initial Renewal

***student housing** =A single family or duplex that is used as housing for multiple/unrelated college or university students.

***FEE EXEMPT PROPERTIES**

A. This is 3 units or more and has a Certificate of Occupancy.

B. This property was a registered vacant building and issued a Certificate of Code Compliance within the past 12 months.

C. New dwelling construction covered by a building permit for this registration year.

D. This property is occupied by the property owner.

E. This property is occupied by a parent of the property owner.

F. This property is occupied by a child of the property owner.

Name of Parent or Child _____ Telephone _____ Unit # if duplex _____

Note: If there is an exemption, this form must still be completed and returned with no fee to us for that property..

Single Family

Duplex

Initial Fee* (\$30)

Initial Fee* (\$50)

→ *Initial Fee, first time this owner has registered this address.

Renewal Fee** (\$20)

Renewal Fee** (\$40)

→ **Renewal Fee, this owner has registered this property in last year.

The undersigned property owner affirms that this rental dwelling is equipped with adequate, operable smoke detector devices designed and placed to alert the occupants of this building in case of fire.

SIGNATURE _____ Date _____

Mail check or money order made payable to the City of Saint Paul to:

City of Saint Paul

Neighborhood Housing and Property Improvement

1600 White Bear Avenue North

Saint Paul, Minnesota 55106

A certificate of Registration will be mailed to the person and address listed above within six weeks of the receipt of this form properly completed and signed.